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7 June 1999

SECRETARY-GENERAL'S BULLETIN

AMENDING THE 200 SERIES OF THE STAFF RULES

The Secretary-General, in accordance with staff rule 212.1 (a), promulgates the following:

1. Staff rules 200.1 to 212.7, applicable to project personnel specifically recruited for service with technical cooperation projects, published in Secretary-General's bulletin ST/SGB/Staff Rules/2/Rev.8 of 1 June 1995, and previously amended by ST/SGB/Staff Rules/2/Rev.8/Amend.1 of 1 March 1996, and ST/SGB/1998/5-ST/SGB/Staff Rules/2/Rev.8/Amend.2 of 1 March 1998, are further amended as follows.

2. Rule 201.2, Oath or declaration, is amended to refer to staff regulation 1.1 (b), as promulgated in Secretary-General's bulletin ST/SGB/1998/20 of 10 December 1998.

3. Rule 201.3, Hours of work and official holidays, is amended to implement General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998.

4. Rule 203.8, Education grant, is amended to simplify the current rule, and to provide for a new appendix III to the Rules, setting out the amounts of the grant payable, as determined by the International Civil Service Commission on the basis of the methodology approved by the General Assembly.

5. Rule 203.11, Mobility and hardship allowance, is amended to simplify the rule.

6. Rule 206.3, Sick leave, is amended to simplify the rule.

7. Rule 207.2, Official travel of family members, is amended to correct the reference, in subparagraph (a) (iv) of the rule, to rule 207.13, the substance of which is now contained in rule 203.8 (g) (see para. 8 below).

8. Rule 207.13, Education grant travel, is cancelled in the light of the amendment and simplification of rule 203.8.

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* Reissued for technical reasons.

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9. Rule 207.20, Excess baggage and unaccompanied shipments, is amended to simplify the rule.

10. Rule 207.21, Insurance, is amended to correct the references to rules 207.20 (e) and 207.20 (f), which have been renumbered 207.20 (i) and 207.20 (j), respectively.

11. Rule 207.24, Loss of entitlement to travel expenses and unaccompanied shipment, is amended to extend the time limit within which return travel and shipment must commence from six months to two years after the date of separation.

12. New pages 1, 2, 5-8, 11, 12, 17-24, 27, 28, 35-38, 41, 42, 47, 48, 51-56, 75, 76, 79-82, 87 and 88, containing the text of the amended rules, the amendments to the Staff Regulations adopted by the General Assembly in its resolutions 52/252 of 8 September 1998, 53/209 of 18 December 1998 and 53/221 of 7 April 1999, and the salary scales in effect as from 1 March 1999, are transmitted herewith for insertion in revision 8 of the 200 series of the Staff Rules.

13. Unless otherwise indicated, the effective date of the amendments introduced in the present bulletin is 1 July 1999.

(Signed) Kofi A. ANNAN
Secretary-General

STAFF REGULATIONS OF THE UNITED NATIONS

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. For the purposes of these Regulations, the expressions "United Nations Secretariat", "staff members" or "staff" mean all the staff members of the Secretariat, within the meaning of Article 97 of the Charter of the United Nations, whose employment and contractual relationship are defined by a letter of appointment subject to regulations promulgated by the General Assembly pursuant to Article 101, paragraph 1, of the Charter. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

Article I

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1

Status of Staff

(a) Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international.

(b) Staff members shall make the following written declaration witnessed by the Secretary-General or his authorized representative:

> "I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization.
>
> "I also solemnly declare and promise to respect the obligations incumbent upon me as set out in the Staff Regulations and Rules."

(c) The Secretary-General shall ensure that the rights and duties of staff members, as set out in the Charter and the Staff Regulations and Rules and in the relevant resolutions and decisions of the General Assembly, are respected.

(d) The Secretary-General shall seek to ensure that the paramount consideration in the determination of the conditions of service shall be the necessity of securing staff of the highest standards of efficiency, competence and integrity.

(e) The Staff Regulations apply to all staff at all levels, including staff of the separately funded organs and staff holding appointments under the 100, 200 and 300 series of the Staff Rules.

(f) The privileges and immunities enjoyed by the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who are covered by them to fail to observe laws and police regulations of the State in which they are located nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, the staff member shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived in accordance with the relevant instruments.

Regulation 1.2

Basic rights and obligations of staff

Core values

(a) Staff members shall uphold and respect the principles set out in the Charter, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them.

(b) Staff members shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

General rights and obligations

(c) Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. In exercising his authority the Secretary-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.

(d) In the performance of their duties staff members shall neither seek nor accept instructions from any Government or from any other source external to the Organization.

(e) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Organization only in view. Loyalty to the aims, principles and purposes of the United Nations, as set forth in its Charter, is a fundamental obligation of all staff members by virtue of their status as international civil servants.

(f) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the United Nations. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

(g) Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour.

(h) Staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants.

(i) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. These obligations do not cease upon separation from service.

Honours, gifts or remuneration

(j) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government.

(k) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization and then report and entrust it to the Secretary-General, who will either retain it for the Organization or arrange for its disposal for the benefit of the Organization or for a charitable purpose.

(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General.

Conflict of interest

(m) Staff members shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of his or her position with the United Nations.

(n) All staff members at the assistant secretary-general level and above shall be required to file financial disclosure statements upon appointment and at intervals as prescribed by the Secretary-General, in respect of themselves and their dependent children, including any substantial transfers of assets and property to spouses and dependent children from the staff member or from any other source that might constitute a conflict of interest, after knowledge of the appointment or during its tenure, to provide certification stating that there is no conflict of interest with regard to the economic activities of spouses and dependent children, and to assist the Secretary-General in verifying the above-mentioned certification on his special request. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Secretary-General, in making determinations pursuant to staff regulation 1.2 (m).

Outside employment and activities

(o) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General.

(p) The Secretary-General may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:

(i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;

(ii) The outside occupation or employment is not against the interest of the United Nations; and

(iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs.

Use of property and assets

(q) Staff members shall only use the property and assets of the Organization for official purposes and shall exercise reasonable care when utilizing such property and assets.

(r) Staff members must respond fully to requests for information from staff members and other officials of the Organization authorized to investigate possible misuse of funds, waste or abuse.

Regulation 1.3

Performance of staff

(a) Staff members are accountable to the Secretary-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions and their performance will be appraised periodically to ensure that the required standards of performance are met.

(b) The whole time of staff members shall be at the disposal of the Secretary-General for the performance of official functions; however, the Secretary-General shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require and staff members shall be required to work beyond the normal tour of duty when requested to do so.

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 201.1

Communication of unpublished information

Project personnel shall exercise particular discretion in issuing statements to the press, radio or other agencies of public information, releasing any visual information for publication, or taking part in mass communication activities such as film, radio or television productions which are in any way related to their project activities or to the aims, activities or interests of the United Nations.

Rule 201.2

Oath or declaration

The oath or declaration administered under regulation 1.1 (b) shall not prevent the close collaboration of project personnel with a Government pursuant to an agreement between that Government and the United Nations.
[Amended as of 1 July 1999]

Rule 201.3

Hours of work and official holidays

(a) Project personnel shall observe the working hours established for the duty station, or established by the senior officer in the field in consultation with representatives of other international organizations in the area.

(b) The number of official holidays shall be ten days in each year, including those mandated by the General Assembly, which shall be observed at all duty stations and in the field. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

(c) The official holidays not mandated by the General Assembly shall be determined by the Secretary-General at Headquarters, by the head of office at other duty station, or by the senior officer in the field in consultation with representatives of other international organizations in the area.
[Amended as of 1 July 1999]

Rule 201.4

Non-acceptance of any honour, decoration, favour, gift or remuneration from external sources

(a) No project personnel shall accept any honour, decoration, favour, gift or remuneration from an external source without first obtaining the approval of the Secretary-General.

(b) Approval shall not be granted if the honour, decoration, favour, gift or remuneration is from a Government, excepting for decorations for war service earned before appointment.

(c) If the honour, decoration, favour, gift or remuneration is from a non-governmental source, approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of staff regulation 1.2 or with the individual's status as an international civil servant.

(d) The provisions of paragraphs (b) and (c) above do not preclude approval of the acceptance of:

(i) Academic awards;

(ii) Reimbursement of travel and subsistence expenses for activities otherwise authorized;

(iii) Tokens of a commemorative or honorary character, such as scrolls and trophies.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
Up to 20,000 per year	11
20,001 to 40,000 per year	18
40,001 to 60,000 per year	25
60,001 and above per year	30

Total assessable payments (United States dollars)	Staff assessment rates used in conjunction with gross base salaries (percentage)	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First 15,000 per year	9.0	11.8
Next 5,000 per year	18.1	24.4
Next 5,000 per year	21.5	26.9
Next 5,000 per year	24.9	31.4
Next 5,000 per year	27.5	33.4
Next 10,000 per year	30.1	35.6
Next 10,000 per year	31.8	38.2
Next 10,000 per year	33.5	38.8
Next 10,000 per year	34.4	39.7
Next 15,000 per year	35.3	40.7
Next 20,000 per year	36.1	43.9
Remaining assessable payments	37.0	47.2

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
Up to 20,000 per year	19
20,001 to 40,000 per year	23
40,001 to 60,000 per year	26
60,001 and above per year	31

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 5 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff member concerned are approved;

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her;

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year;

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X);

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) A "dependent child" shall be an individual's natural or legally adopted child, or an individual's step-child, if residing with the individual, under the age of eighteen years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of twenty-one years, for whom the individual provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of an individual. If a child over the age of eighteen years is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived. An individual claiming a child as a dependant must certify that he or she provides main and continuing support. This certificate must be supported by documentary evidence satisfactory to the Secretary-General if a child:

a. Does not reside with the individual;

b. Is married; or

c. Is regarded as a dependant under the special conditions referred to above;

(iii) Subject to the provisions of staff regulation 3.4 (a) (i), the full amount of the dependency allowance provided under that regulation in respect of a dependent child shall be payable, except where the individual or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the amount by which the governmental grant is less than the rate of the allowance set out in staff regulation 3.4 (a) (i);

(iv) A secondary dependant shall be the father, mother, brother or sister of whose financial support the individual provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived;

(v) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister; such payment shall not be made when dependency benefit is being paid for a spouse.

(c) Payment of dependency allowance shall be made only in respect of the period during which the circumstances giving rise to the claim obtain.

(d) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Rule 203.8

Education grant

Definitions

(a) For the purposes of this rule:

(i) "Child" means a child of an individual who is dependent upon that individual for main and continuing support;

(ii) "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(iii) "Home country" means the country of home leave of project personnel under rule 205.2;

(iv) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the project personnel are serving.

Eligibility

(b) Subject to conditions established by the Secretary-General, project personnel shall be entitled to an education grant in respect of each child, provided:

(i) The project personnel are in intermediate-term or long-term status and reside and serve at a duty station which is outside the home country;

(ii) The child is in full-time attendance at a school, university or similar educational institution.

(c) If eligible project personnel are reassigned to a duty station within their home country in the course of a school year, they may receive the education grant for the balance of that school year.

Duration

(d) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(e) The amounts to which project personnel may be entitled under the grant are set out in appendix III to these Rules.

(f) The amount of the grant to be paid when the project personnel's period of service or the child's school attendance does not cover the full scholastic year shall be prorated under conditions defined by the Secretary-General.

Travel

(g) Project personnel in intermediate-term or long-term status to whom an education grant is payable under paragraphs (i), (ii) or (iv) of appendix III in respect of the child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, under conditions established by the Secretary-General.

(h) Two return journeys may be paid for children of eligible project personnel serving at designated duty stations, under conditions established by the Secretary-General.

Tuition in the mother tongue

(i) Tuition in the mother tongue under staff regulation 3.2 (c) may be reimbursed subject to conditions established by the Secretary-General.

Special education grant for disabled children

(j) A special education grant for disabled children shall be available to project personnel in intermediate-term or long-term status, whether or not serving in their home country. The amounts to which project personnel are entitled under the grant are set out in appendix III to these Rules, under conditions established by the Secretary-General.

Claims

(k) Claims for the education grant shall be made in accordance with conditions established by the Secretary-General.

[Amended as of 1 July 1999]

Rule 203.9

Daily subsistence allowance

(a) Except for those who normally reside in the mission area, project personnel in short-term status shall receive, during the period of their service in the mission area, a subsistence allowance at such daily rates as are approved from time to time by the Secretary-General. The allowance shall be payable in local currency.

(b) The daily subsistence allowance shall normally be computed on the basis of the average cost for a reasonable standard of board and lodging plus an amount to cover incidental expenses such as service charges, gratuities and laundry. The daily subsistence allowance shall normally be based on costs in the capital city and the same rate shall apply throughout the country, provided that, where there exists a significant disparity in costs as between the capital city and other parts of the country, separate rates may be established for areas outside the capital city.

(c) The daily subsistence allowance for a period of stay in one place within a country may be fixed at a lower rate after sixty days and further reduced after one hundred and twenty days, consecutive or otherwise.

(d) When project personnel in intermediate or long-term status are to serve at a duty station for less than one year, the Secretary-General shall decide whether to pay a daily subsistence allowance for the duration of such a tour of duty, or pay assignment grant under rule 203.10, the hardship and non-removal elements of the mobility and hardship allowance under rule 203.11 and the post adjustment under rule 203.5.

(e) Daily subsistence allowances under this rule shall continue to be paid during periods of authorized sick leave except that if project personnel are hospitalized, only one third of the relevant daily rate shall be paid.

(f) When lodging is provided by a Government or by the United Nations free of charge, the standard rate of the daily subsistence allowance shall be reduced by 50 per cent. If meals are provided free of charge, the rate shall be reduced by 30 per cent. If both lodging and meals are provided, the rate shall be reduced by 80 per cent. The reduction for free lodging shall apply irrespective of the type of lodging provided.

Rule 203.10

Installation

(Cancelled)

Rule 203.10

Assignment grant

(a) Except for special mission service, project personnel who travel at United Nations expense to a duty station for an assignment expected to be of at least one year's duration shall be paid an assignment grant, subject to the conditions set forth below.

(b) The amount of the assignment grant shall be equivalent to:

(i) Thirty days of subsistence allowance at the daily rate applicable under rule 203.9 (a) above;

(ii) Thirty days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the United Nations under rule 207.2 (a) (i).

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the individual or of his or her family member.

(c) Under conditions established by the Secretary-General, the limit of thirty days provided in paragraph (b) above may be extended to a maximum of ninety days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.

(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum calculated on the basis of the project personnel's net base salary and, where appropriate, post adjustment at the duty station of assignment may be paid under conditions established by the Secretary-General. The lump sum shall be payable at the following rates:

(i) At headquarters duty stations and other designated duty stations, a lump sum equivalent to one month's net base salary and, where appropriate, post adjustment, provided the individual is not entitled to removal costs under staff rule 200.1 (a);

(ii) At all other duty stations:

a. Where the individual is entitled to removal costs under rule 200.1 (a), one month's net base salary and, where appropriate, post adjustment;

b. Where the individual is not entitled to removal costs, one month's net base salary and, where appropriate, post adjustment if the assignment is for less than three years, and two months' net base salary and, where appropriate, post adjustment if the assignment is for three years or more.

If an assignment for less than three years is extended to three years or more, the staff member shall be paid at that time a second one-month lump sum.

(e) If a change of official duty station or a new appointment involves a return to a place at which the individual was previously stationed, the full amount of the assignment grant shall not be payable unless the individual has been absent from the place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant which the completed months of absence bear to one year.

(f) Where both husband and wife are employed by the United Nations and travel at United Nations expense to a duty station, and taking into account rule 204.7, the assignment grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the project personnel on whom each child is recognized to be dependent.

(g) If both husband and wife would otherwise qualify for the lump sum portion of the grant, such lump sum shall only be paid to the spouse whose lump sum portion yields the higher amount.

(h) In cases where project personnel have not completed the period of service in respect of which the assignment grant has been paid, the grant shall be adjusted proportionately and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery.

(i) The Secretary-General may, in appropriate cases, authorize payment of all or part of the assignment grant where the United Nations has not been required to pay travel expenses upon the appointment of project personnel.

Rule 203.11

Assignment allowance

(Cancelled)

Rule 203.11

Mobility and hardship allowance

General provisions

(a) As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, a non-pensionable allowance composed of three elements - mobility, hardship and non-removal - shall be payable to project personnel at rates approved by the General Assembly, under conditions set out in this rule and supplemented by the Secretary-General.

(b) Project personnel initially appointed under these Rules to a duty station, or reassigned to a new duty station, for a period of one year or longer under conditions which normally involve payment of an assignment grant, shall be eligible for payment of the allowance.

Mobility element

(c) The mobility element of the allowance shall be payable provided that:

(i) The individual is eligible under paragraph (b) above and has served in the United Nations common system for a period of five consecutive years; and

(ii) The individual is assigned to a second or subsequent duty station. However, in the case of service at headquarters duty stations or other duty stations classified in the same category for the purpose of this rule, three previous assignments shall be required, of which at least two should have been at duty stations classified at hardship levels established by the Secretary-General.

(d) The mobility element of the allowance may be adjusted under terms and conditions established by the Secretary-General.

Hardship element

(e) The hardship element of the allowance shall be payable to eligible project personnel who are assigned to duty stations which carry a hardship entitlement, as determined by the Secretary-General. This element shall be payable at the level of the hardship classification of the duty station for the duration of the staff member's assignment.

Non-removal element

(f) (i) Except as provided in subparagraph (ii) below, the non-removal element shall be payable to project personnel, provided that an entitlement to assignment grant exists. Payment of the non-removal element shall be limited to a period of five years at one duty station, with a possible extension of up to two years on an exceptional basis.

(ii) Project personnel listed in rule 200.1 (a) who have an entitlement to removal costs under rule 107.27 shall not be entitled to the non-removal element.

[Amended as of 1 July 1999]

Rule 203.12

Extension of tour of duty

When project personnel are assigned to a duty station for tours of duty of less than one year and are paid a daily subsistence allowance under rule 203.9, and their assignments are subsequently extended so that their total anticipated service will be one year or more at that duty station, the Secretary-General shall decide whether to continue to pay, for the balance of the tour of duty, the daily subsistence allowance, or to pay assignment grant under rule 203.10, mobility and hardship allowance under rule 203.11 and the post adjustment under rule 203.5.

Article IV

APPOINTMENT AND PROMOTION

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment, each staff member, including a staff member on secondment from government service, shall receive a letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4: Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations. The Secretary-General may limit eligibility to apply for vacant posts to be filled by staff members appointed for one year or longer under the 100 series of the Staff Rules to internal candidates, as defined by the Secretary-General. If so, other candidates shall be allowed to apply, under conditions to be defined by the Secretary-General, when no internal candidate meets the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.

Regulation 4.5: (a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary-General may prescribe;

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Chapter IV

APPOINTMENT

Rule 204.1

Letter of appointment

The letter of appointment granted to project personnel shall contain expressly or by reference the terms and conditions of employment.

Rule 204.2

Effective date of appointment

The appointment of project personnel shall take effect from the date on which they enter into official travel status to assume their duties or, if no official travel is involved, from the date on which they enter upon their duties.

Rule 204.3

Types of appointment

Project personnel shall be granted temporary appointments as follows:

(a) Temporary appointments shall be for a fixed term and shall expire without notice on the date specified in the respective letters of appointment. They may be for service in one or more mission areas, and may be for short, intermediate or long term, as defined in rule 200.2 (f).

(b) Project personnel who are initially granted appointments for less than one year but whose appointments are subsequently extended so that the total continuous contractual service is one year or more but less than five years shall be considered to be in intermediate-term status with effect from the date from which their appointment is extended or converted to intermediate-term status.

(c) Project personnel in intermediate-term status who complete five years' continuous service and whose appointments are extended for at least one further year shall be considered to be in long-term status with effect from the date on which they complete five years' continuous service.

(d) A temporary appointment does not carry any expectancy of renewal.

Article VI

SOCIAL SECURITY

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Chapter VI

SOCIAL SECURITY

Rule 206.1

Participation in the Pension Fund

Project personnel whose appointments are for six months or longer, or who complete six months of service under shorter appointments without an interruption of more than thirty days, shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 206.2

Group life insurance plan

(Cancelled as of 1 February 1998)

Rule 206.3

Sick leave

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) The maximum entitlement to sick leave of project personnel shall be determined by the duration of his or her appointment in accordance with the following provisions:

(i) Project personnel in short-term status may be granted sick leave at the rate of two working days per month of service;

(ii) Project personnel in intermediate-term status may be granted sick leave of up to three months on full salary and three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave in any period of four consecutive years shall not exceed nine months on full salary and nine months on half salary;

(iii) Project personnel in long-term status may be granted sick leave of up to nine months on full salary and nine months on half salary in any period of four consecutive years.

Obligations of project personnel

(c) Project personnel shall submit a monthly report on any absence due to illness, injury or public health requirements. Sick leave in excess of three consecutive working days or longer shall be granted subject to conditions and in accordance with procedures established by the Secretary-General for the certification and approval of such leave. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified, in which case the absence shall be treated as unauthorized in accordance with rule 205.1 (d).

(d) Project personnel may be required at any time to submit a medical report as to their condition or to undergo a medical examination by the United Nations medical services or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs a project personnel's ability to perform his or her functions, the project personnel may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The project personnel shall comply promptly with any direction or request under this rule.

(e) Project personnel shall immediately notify a United Nations medical officer of any case of contagious disease occurring in their household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the project personnel should be excused from attendance at the office. If so, the project personnel shall receive full salary and other emoluments for the period of authorized absence.

(f) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

[Amended as of 1 July 1999]

Rule 206.4

Medical care

(a) Project personnel shall participate in a medical insurance scheme provided by the United Nations unless exemption from such participation is expressly stated in the letter of appointment. The United Nations shall not be responsible for the medical care of project personnel who are exempted by their letter of appointment from the medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

(b) Project personnel appointed for a period of one month or more and participating in a medical insurance scheme provided by the United Nations may enrol their spouses and dependent children in the scheme.

(c) (Cancelled)

(d) The United Nations will not assume responsibility for medical expenses incurred by project personnel following separation from service except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

Rule 206.5

Compensation for death, injury or illness attributable to service

Project personnel shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to the Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1, January 1976).
[Amended as of 1 January 1997]

Rule 206.6

Compensation for loss or damage to personal effects attributable to service

Project personnel shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 206.7

Maternity leave

(a) An individual shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of sixteen weeks from the time it is granted, except as provided in subparagraph (iii) below.

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the individual's request and upon production of a certificate from a duly qualified medical practitioner or midwife indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth.

(iii) The post-delivery leave shall extend for a period equivalent to the difference between sixteen weeks and the actual period of pre-delivery leave, subject to a minimum of ten weeks. However, the individual, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery.

(iv) The individual shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 207.1

Official travel of project personnel

Subject to the conditions prescribed in the present rules and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of project personnel shall be paid in the following circumstances:

(i) On initial appointment;

(ii) On travel on official business;

(iii) On change of official duty station, as defined in rule 200.2;

(iv) On family visit travel under rule 207.12 or on travel in connection with home leave under rule 207.11;

(v) On separation from service under rule 207.14;

(vi) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General there are compelling reasons for paying such expenses.

Rule 207.2

Official travel of family members

(a) Subject to the conditions prescribed in these Rules, and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of eligible family members of project personnel shall be paid in the following circumstances:

(i) On the initial appointment of project personnel, or on a change of official duty station in accordance with rules 207.9 and 207.10;

(ii) On home leave, in accordance with rule 207.11;

(iii) On separation from service, if the family members had been residing in the mission area following travel at United Nations expense;

(iv) On journeys authorized in connection with the education of children in accordance with rule 203.8 (g);

(v) On travel authorized for medical or security reasons or in other appropriate cases, when in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

(vi) For the spouse, in lieu of project personnel's family visit travel under rule 207.1 (i).

(b) Eligible family members shall comprise a spouse and dependent children, as defined in rule 203.7 (b) (ii). In addition, those children in respect of whom an education grant is payable, even though they are no longer recognized as dependent under staff rule 203.7 (b) (ii), shall be eligible for education grant travel.

(c) Under subparagraph (a) (iii) above, the United Nations shall pay the travel expenses of project personnel's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with rule 207.1 (v). Where both husband and wife are employed by the United Nations and either or both are entitled to the payment of travel expenses on separation from service, and taking into account rule 204.7, travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each individual shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for an individual while he or she remains in the service of the Organization.

[Amended as of 1 July 1999]

Rule 207.3

Travel expenses

(a) Travel expenses paid or reimbursed by the United Nations under these Rules shall comprise:

(i) Transportation expenses (i.e., carrier fare);

(ii) Terminal expenses;

(iii) Daily subsistence allowance while in travel status;

(iv) Other necessary expenses incurred during travel.

(b) Project personnel shall exercise the same care in incurring expenses during travel that a prudent person would exercise if travelling on personal business.

(g) The Secretary-General may approve travel based on a shorter period than that specified in subparagraph (c) (i) above if, in his opinion, the exigencies of the service or other compelling reasons warrant it.

Rule 207.12

Family visit travel

(a) Project personnel in intermediate- or long-term status who have family members in respect of whom a travel entitlement exists shall be entitled to travel to visit their family members at the expense of the Organization once every year in which their home leave does not fall due, provided that:

(i) They have completed not less than twelve months' continuous service after appointment or normally not less than nine months since departure on their last home leave journey. In exceptional circumstances, the Secretary-General may either shorten or extend this period;

(ii) They have not exercised the entitlement for the travel of any of their family members (except education grant travel) during the preceding twelve months;

(iii) Their service at the duty station is expected to continue at least six months beyond the date of return to the duty station. In exceptional circumstances, the Secretary-General may either shorten or extend this period;

(iv) They remain for at least two weeks with their family members;

(v) The amount of travel time, the route and the mode of travel shall be determined by the Secretary-General;

(vi) The travel costs payable by the Organization shall not exceed the costs of travel to their place of home leave, except where the authorized travel is to a former duty station.

(b) Except for allowable travel time, the leave involved will be charged to annual leave.

(c) On return from such travel to the official duty station, the travel expenses of eligible family members shall normally not be paid by the Organization unless the individual is expected to continue in service for at least a further period of ten months, and family members remain at the duty station for at least six months.

(d) Project personnel may be required to exercise entitlements to family visit travel in conjunction with travel on official business or change of duty station, due regard being paid to the interest of the individual and his or her family.

(e) The conditions set out in paragraph (a) of this rule shall apply to the travel of a spouse under rule 207.2 (a) (vi) in lieu of project personnel's own family visit travel.

(f) The Secretary-General may establish special conditions for payment of these travel expenses in respect of eligible project personnel serving at designated duty stations having very difficult or difficult conditions of life and work.

Rule 207.13

Education grant travel

(Cancelled as of 1 July 1999)

Rule 207.18

Expenses while in transit by sea

(a) Project personnel authorized to travel by sea shall be entitled to a transit allowance instead of the daily subsistence allowance under rule 207.16. This allowance is a fixed amount designed to cover such expenditures as project personnel are normally obliged to incur on board ship.

(b) The Secretary-General shall, from time to time, establish the transit allowance payable for specified journeys by sea, taking into account the cost of fares, and the number of dependants accompanying the individual at the Organization's expense.

Rule 207.19

Miscellaneous travel expenses

Necessary additional expenses incurred by project personnel in connection with the transaction of official business while in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditures in excess of $6. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 207.15;

(ii) Telephone, telegraph, radio and cable messages on official business;

(iii) Transfer of authorized baggage by railway express or other appropriate means;

(iv) Hire of room for official use;

(v) Stenographic or typewriting services or rental of typewriters in connection with the preparation of official reports or correspondence;

(vi) Transportation or storage of baggage or property used on official business;

(vii) Passport and visa costs.

Rule 207.20

Excess baggage and unaccompanied shipments

Excess baggage

(a) For the purpose of these Rules, "excess baggage" shall mean baggage in excess of accompanied baggage carried without extra charge by transportation companies.

(b) Project personnel travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members to the extent of the difference between their free baggage allowance and the free baggage allowance in first class air travel, subject to conditions established by the Secretary-General.

(c) Additional excess baggage by air may be authorized for project personnel when, in the opinion of the Secretary-General, the circumstances so warrant. Wherever possible, however, such additional excess baggage will be shipped as unaccompanied shipment by air.

General provisions on unaccompanied shipments

(d) For the purpose of these Rules, "personal effects and household goods" shall mean effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles.

(e) Unaccompanied shipments shall normally be made in one consignment, and shall be reimbursed on the basis of the maximum entitlement provided under this rule for transportation by the most economical means, as determined by the Secretary-General, between the places of departure and destination of the authorized travel of the project personnel and their family members.

(f) Normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the shipment of the maximum entitlements set by this rule, except for shipments under subparagraph (h) (i) below for which the cost of cartage only shall be paid. Costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(g) The weight or volume of unaccompanied shipments of personal effects and household goods for which expenses are borne by the Organization under this rule shall include packing but exclude crating and lift vans.

Unaccompanied shipments on home leave, family visit or education grant travel

(h) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed to a maximum of:

(i) 50 kilograms or 0.31 cubic metres by the most economical means, per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the individual, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms or 1.24 cubic metres by the most economical means for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

Unaccompanied shipments for project personnel in short-term status

(i) Project personnel in short-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 100 kilograms or 0.62 cubic metres.

Unaccompanied shipments for project personnel in intermediate-term or long-term status

(j) Project personnel in intermediate- or long-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 1,000 kilograms or 6.23 cubic metres for the individual project personnel, 500 kilograms or 3.11 cubic metres for the first eligible family member, and 300 kilograms or 1.87 cubic metres for each additional family member authorized to travel at United Nations expense.

Additional entitlements for project personnel serving at designated duty stations

(k) Project personnel serving at designated duty stations having very difficult conditions of life and work shall be granted once a year, under conditions established by the Secretary-General, an additional shipment entitlement to the duty station by the most economical means of up to 50 kilograms or 0.31 cubic metres in respect of the individual project personnel and each eligible family member for whom the Organization has paid travel costs to the duty station.

(l) In addition to the unaccompanied shipment entitlements under this rule, the cost of transporting a privately owned automobile to one of the duty stations designated for that purpose may be partially reimbursed under conditions established by the Secretary-General.

Conversion of surface shipment entitlements to unaccompanied shipment by air

(m) When the most economical means of shipment is by surface, the entitlement may be converted to unaccompanied shipment by air under conditions established by the Secretary-General.

[Amended as of 1 July 1999]

Rule 207.21

Insurance

(a) Project personnel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of losses of accompanied personal baggage in accordance with such arrangements as may be in force under rule 206.6.

(b) In the case of personal effects and household goods shipped under rule 207.20 (i), the United Nations will arrange for commercial insurance coverage of $16 per kilogram. For project personnel under rule 207.20 (j), the coverage will be up to a maximum of:

(i) $16,000 for the staff member;

(ii) $8,000 for the first eligible family member;

(iii) $4,800 for each additional family member.

Such insurance coverage shall not include articles of value for which special premium rates are charged. The United Nations will not be responsible for loss or damage to unaccompanied baggage.

(c) In the case of personal effects and household goods shipped under rule 207.20 (i) or (j), project personnel shall furnish the United Nations, prior to shipment, with a valued inventory in duplicate of all articles shipped, including all containers such as suitcases as well as their contents, and the replacement value in United States dollars of each article in the shipment. If no inventory is furnished, no insurance coverage will be provided.

(d) Insurance coverage above the maxima established in paragraph (b) above and for articles of value for which special premium rates are charged will only be provided by the United Nations at the express request of the project personnel and at their own expense.

[Amended as of 1 July 1999]

Rule 207.22

Travel advances

(a) Project personnel authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to project personnel or their family members for expenses authorized under these Rules. An advance of funds shall be considered reasonable if not more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, project personnel have earned in subsistence allowance an amount equal to the amount advanced, they may be advanced the balance of the estimated reimbursable expenses. No advance shall be made in the case of travel by automobile.

(b) However, in those cases where project personnel are authorized to travel in accordance with staff rule 207.1 (a) (ii), an advance of funds at the rate of 100 per cent of the estimated travel subsistence allowance payable in accordance with staff rule 207.3 (iii) may be made.

Rule 207.23

Transportation of decedents

Upon the death of project personnel or of an eligible family member, the United Nations shall pay the expenses of transportation of the body from the place of death to a place to which they are entitled to return transportation under rule 207.1 or 207.9. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Rule 207.24

Loss of entitlement to travel expenses and unaccompanied shipment

(a) The Secretary-General may reject any claim for payment or reimbursement of expenses for travel or unaccompanied shipment which are incurred by project personnel in contravention of any provisions of these Rules.

(b) Project personnel who resign before completing one year of service or within six months following the date of return from home leave or family visit travel shall not be entitled to payment of travel expenses on separation for themselves or their family members.

(c) Entitlement to expenses for return travel or unaccompanied shipment shall cease if travel or shipment has not commenced within two years after the date of separation from service. However, in accordance with staff rule 204.7, where both husband and wife are employed by the United Nations and the spouse who separates first is entitled to return travel or unaccompanied shipment, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

(d) When return travel is delayed by project personnel for personal convenience, any resulting cost of revalidating the return portion of tickets shall be borne by project personnel.

(e) The Secretary-General may authorize exceptions to paragraphs (b) and (c) above if he is satisfied that there are compelling reasons for so doing.

[Amended as of 1 July 1999]

Annex I

Salary scale for staff in the Professional and higher categories, showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 1999

		STEPS													
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General																
USG	Gross	151 440														
	Net D	104 662														
	Net S	94 190														
Assistant Secretary-General																
ASG	Gross	137 683														
	Net D	95 995														
	Net S	86 926														
Director			•	•	•	•	•									
D-2	Gross	112 824	115 311	117 797	120 283	122 768	125 256									
	Net D	80 334	81 901	83 467	85 033	86 599	88 166									
	Net S	73 801	75 114	76 427	77 739	79 052	80 365									
Principal Officer						•	•	•	•	•						
D-1	Gross	99 848	101 948	104 047	106 142	108 243	110 346	112 476	114 605	116 732						
	Net D	72 068	73 410	74 751	76 090	77 432	78 773	80 115	81 456	82 796						
	Net S	66 615	67 793	68 970	70 146	71 324	72 493	73 617	74 741	75 864						
Senior Officer												•	•	•		
P-5	Gross	88 099	89 975	91 875	93 775	95 674	97 571	99 471	101 371	103 269	105 169	107 067	108 966	110 878		
	Net D	64 545	65 759	66 973	68 187	69 401	70 613	71 827	73 041	74 254	75 468	76 681	77 894	79 108		
	Net S	59 963	61 075	62 142	63 208	64 273	65 337	66 403	67 469	68 534	69 600	70 665	71 730	72 773		
First Officer														•	•	•
P-4	Gross	72 631	74 438	76 257	78 085	79 917	81 743	83 573	85 403	87 232	89 060	90 898	92 756	94 606	96 459	98 311
	Net D	54 516	55 701	56 883	58 066	59 251	60 433	61 617	62 801	63 984	65 167	66 349	67 536	68 718	69 902	71 086
	Net S	50 767	51 856	52 940	54 024	55 111	56 194	57 279	58 364	59 448	60 533	61 594	62 636	63 674	64 713	65 753
Second Officer															•	•
P-3	Gross	59 386	61 057	62 731	64 400	66 088	67 782	69 477	71 174	72 867	74 564	76 275	77 994	79 711	81 430	83 148
	Net D	45 777	46 888	48 001	49 111	50 224	51 335	52 447	53 560	54 671	55 784	56 895	58 007	59 118	60 230	61 342
	Net S	42 730	43 752	44 776	45 798	46 821	47 843	48 865	49 888	50 909	51 932	52 951	53 970	54 989	56 008	57 027
Associate Officer													•			
P-2	Gross	47 805	49 265	50 721	52 180	53 636	55 098	56 594	58 087	59 585	61 080	62 573	64 071			
	Net D	37 953	38 949	39 942	40 937	41 930	42 925	43 920	44 913	45 909	46 903	47 896	48 892			
	Net S	35 598	36 501	37 401	38 302	39 202	40 105	41 021	41 934	42 851	43 766	44 680	45 596			
Assistant Officer																
P-1	Gross	36 422	37 791	39 157	40 525	41 891	43 258	44 627	46 018	47 418	48 820					
	Net D	30 044	31 001	31 956	32 912	33 867	34 822	35 779	36 734	37 689	38 645					
	Net S	28 341	29 222	30 102	30 983	31 863	32 743	33 625	34 494	35 359	36 226					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
• = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes that may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;

(vi) Any special conditions that may be applicable.

(b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules;

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor a dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable[a] or Weeks of pensionable remuneration less staff assessment, where applicable[b]		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

[a] For staff in the Professional and higher categories and in the Field Service category.

[b] For staff in the General Service and related categories.

Appendices to the Staff Rules

Appendix I (rule 203.1)

Annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 1999

		STEPS														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
			*	*	*	*	*									
L-7	Gross	112 824	115 311	117 797	120 283	122 768	125 256									
	Net D	80 334	81 901	83 467	85 033	86 599	88 166									
	Net S	73 801	75 114	76 427	77 739	79 052	80 365									
						*	*	*	*	*						
L-6	Gross	99 848	101 948	104 047	106 142	108 243	110 346	112 476	114 605	116 732						
	Net D	72 068	73 410	74 751	76 090	77 432	78 773	80 115	81 456	82 796						
	Net S	66 615	67 793	68 970	70 146	71 324	72 493	73 617	74 741	75 864						
												*	*	*		
L-5	Gross	88 099	89 975	91 875	93 775	95 674	97 571	99 471	101 371	103 269	105 169	107 067	108 966	110 878		
	Net D	64 545	65 759	66 973	68 187	69 401	70 613	71 827	73 041	74 254	75 468	76 681	77 894	79 108		
	Net S	59 963	61 075	62 142	63 208	64 273	65 337	66 403	67 469	68 534	69 600	70 665	71 730	72 773		
														*	*	*
L-4	Gross	72 631	74 438	76 257	78 085	79 917	81 743	83 573	85 403	87 232	89 060	90 898	92 756	94 606	96 459	98 311
	Net D	54 516	55 701	56 883	58 066	59 251	60 433	61 617	62 801	63 984	65 167	66 349	67 536	68 718	69 902	71 086
	Net S	50 767	51 856	52 940	54 024	55 111	56 194	57 279	58 364	59 448	60 533	61 594	62 636	63 674	64 713	65 753
															*	*
L-3	Gross	59 386	61 057	62 731	64 400	66 088	67 782	69 477	71 174	72 867	74 564	76 275	77 994	79 711	81 430	83 148
	Net D	45 777	46 888	48 001	49 111	50 224	51 335	52 447	53 560	54 671	55 784	56 895	58 007	59 118	60 230	61 342
	Net S	42 730	43 752	44 776	45 798	46 821	47 843	48 865	49 888	50 909	51 932	52 951	53 970	54 989	56 008	57 027
													*			
L-2	Gross	47 805	49 265	50 721	52 180	53 636	55 098	56 594	58 087	59 585	61 080	62 573	64 071			
	Net D	37 953	38 949	39 942	40 937	41 930	42 925	43 920	44 913	45 909	46 903	47 896	48 892			
	Net S	35 598	36 501	37 401	38 302	39 202	40 105	41 021	41 934	42 851	43 766	44 680	45 596			
L-1	Gross	36 422	37 791	39 157	40 525	41 891	43 258	44 627	46 018	47 418	48 820					
	Net D	30 044	31 001	31 956	32 912	33 867	34 822	35 779	36 734	37 689	38 645					
	Net S	28 341	29 222	30 102	30 983	31 863	32 743	33 625	34 494	35 359	36 226					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Pensionable remuneration for purposes of pension benefits and pension contributions

(United States dollars)

Effective 1 November 1998

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
L-7	140 777	143 976	147 175	150 371	153 570	156 769									
L-6	124 684	127 241	129 797	132 349	134 906	137 590	140 329	143 069	145 804						
L-5	110 348	112 661	114 974	117 287	119 601	121 911	124 225	126 539	128 849	131 163	133 476	135 795	138 274		
L-4	91 233	93 491	95 744	97 998	100 256	102 510	104 766	107 022	109 277	111 531	113 785	116 046	118 299	120 554	122 811
L-3	75 932	77 871	79 810	81 745	83 685	85 622	87 559	89 500	91 529	93 649	95 767	97 886	100 004	102 122	104 243
L-2	62 294	64 031	65 763	67 497	69 229	70 963	72 696	74 427	76 164	77 896	79 628	81 363			
L-1	48 508	50 178	51 842	53 508	55 174	56 838	58 507	60 171	61 836	63 503					

Appendix II (rule 211.1)

STAFF RULES 111.1 AND 111.2

Rule 111.1

Establishment

(a) Joint Appeals Boards shall be established in New York, Geneva, Vienna, Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General from among a list presented by the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

Appendix III

Education grant entitlements applicable in cases where educational expenses are incurred in specified currencies

(Effective 1 January 1999)

Currency	*(1) Maximum amount admissible educational expenses and maximum grant for disabled children*	*(2) Maximum education grant*	*(3) Normal flat rate when boarding not provided*	*(4) Additional flat rate for boarding (at designated duty stations)*	*(5) Maximum grant for staff members serving at designated duty stations*	*(6) Maximum admissible educational expenses (attendance only)*
Part (a)						
Austrian schilling	167 310	125 483	42 351	63 527	189 010	110 843
Belgian franc	423 000	317 250	113 176	169 764	487 014	272 099
Danish krone	77 400	58 050	20 709	31 063	89 113	49 788
Deutsche mark	30 777	23 083	6 848	10 272	33 355	21 647
Finnish markka	54 000	40 500	12 828	19 242	59 742	36 896
French franc	61 200	45 900	16 320	24 480	70 380	39 440
Irish pound	6 561	4 921	1 777	2 666	7 587	4 192
Italian lira	21 830 000	16 372 500	4 763 220	7 144 830	23 517 330	15 479 040
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Luxembourg franc	423 000	317 250	94 000	141 000	458 250	297 667
Monaco (French franc)	61 200	45 900	16 320	24 480	70 380	39 440
Netherlands guilder	28 836	21 627	6 716	10 073	31 700	19 881
Norwegian krone	71 632	53 724	16 682	25 023	78 747	49 389
Pound sterling	13 613	10 210	2 973	4 459	14 669	9 649
Spanish peseta	1 572 710	1 179 530	387 658	581 486	1 761 016	1 055 829
Swedish krona	91 575	68 681	20 615	30 922	99 603	64 088
Swiss franc	23 435	17 576	4 982	7 473	25 049	16 792
Part (b)						
United States dollar (other than United States)	13 000	9 750	3 164	4 746	14 496	8 781
Part (c)						
United States dollar (in United States)	20 748	15 561	4 299	6 449	22 010	15 016

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part (c) above. Where educational expenses are not incurred in any of the currencies set out in part (a) above or in the United States, the applicable amounts are set out in columns (1) to (6) against part (b) above.

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, 75 per cent of the allowable costs of attendance and of the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.

(ii) Where the educational institution does not provide board, a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.

(iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

(v) Where the educational institution provides board:

a. 100 per cent of the costs of board up to the maximum indicated in column (4); and

b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).

(vi) Where the educational institution does not provide board:

a. A flat sum for board as indicated in column (4); and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).

(vii) Paragraphs (v) and (vi) above are not applicable to special missions.